

Monroe, Scott

From: Caldwell, Amy
Sent: Tuesday, February 7, 2017 9:22 AM
To: Schenk, Ruth
Subject: Re: Good news!

No worries, just wanted to make sure you were aware of this good news.

Amy

Sent from my iPhone

On Feb 7, 2017, at 9:17 AM, Schenk, Ruth <schenk.ruth@epa.gov> wrote:

YIPPEE!!!!!!

Brett indicated you had been trying to reach me. In opening meeting- missed the page.

Thanks,
Ruth

Sent from my iPhone

On Feb 7, 2017, at 9:05 AM, Caldwell, Amy <caldwell.amy@epa.gov> wrote:

Ruth,

Excellent news!

Thanks

Amy

Amy Caldwell
Centralized Services Center, Director
Office of Transportation and Air Quality/ IO/AA Caldwell.Amy@epa.gov
Office: 734-214-4315
Cell: 734-904-5580

From: Bradish, Tracey
Sent: Tuesday, February 07, 2017 9:01 AM
To: Caldwell, Amy <caldwell.amy@epa.gov>; Kloc, Daniel <kloc.daniel@epa.gov>; Branch, Rebecca <Branch.Rebecca@epa.gov>

Cc: Cook, Leila <cook.leila@epa.gov>

Subject: FW: Good news!

YAY!!!

From: Shaw, Betsy

Sent: Tuesday, February 07, 2017 9:01 AM

To: Grundler, Christopher <grundler.christopher@epa.gov>; Cook, Leila <cook.leila@epa.gov>; Bradish, Tracey <bradish.tracey@epa.gov>

Cc: Kutzke, Julie <Kutzke.Julie@epa.gov>; Dunham, Sarah <Dunham.Sarah@epa.gov>

Subject: Good news!

Hi Chris, Lee and Tracey,

I'm happy to report that we've gotten the go ahead to proceed with the hiring of Carla Ward as the Public Safety Officer for NVFEL. OARM will be letting the Shared Service Center know today that this action is a go. A nice way to start the day!

Thanks,

Betsy

Monroe, Scott

From: Cook, Leila
Sent: Tuesday, June 26, 2018 4:21 PM
To: Christian, Pamela
Subject: FW: Good news!

From: Cook, Leila
Sent: Tuesday, February 07, 2017 10:32 AM
To: Shaw, Betsy <Shaw.Betsy@epa.gov>; Grundler, Christopher <grundler.christopher@epa.gov>; Bradish, Tracey <bradish.tracey@epa.gov>
Cc: Kutzke, Julie <Kutzke.Julie@epa.gov>; Dunham, Sarah <Dunham.Sarah@epa.gov>
Subject: RE: Good news!

Thanks to all for your efforts! This is indeed a great way to start today.

Lee

From: Shaw, Betsy
Sent: Tuesday, February 07, 2017 9:01 AM
To: Grundler, Christopher <grundler.christopher@epa.gov>; Cook, Leila <cook.leila@epa.gov>; Bradish, Tracey <bradish.tracey@epa.gov>
Cc: Kutzke, Julie <Kutzke.Julie@epa.gov>; Dunham, Sarah <Dunham.Sarah@epa.gov>
Subject: Good news!

Hi Chris, Lee and Tracey,

I'm happy to report that we've gotten the go ahead to proceed with the hiring of Carla Ward as the Public Safety Officer for NVFEL. OARM will be letting the Shared Service Center know today that this action is a go. A nice way to start the day!

Thanks,

Betsy

Monroe, Scott

From: Cook, Leila
Sent: Tuesday, June 26, 2018 4:20 PM
To: Christian, Pamela
Subject: FW: Two hiring freeze questions

From: Cook, Leila
Sent: Tuesday, February 14, 2017 4:28 PM
To: Bradish, Tracey <bradish.tracey@epa.gov>
Cc: Caldwell, Amy <caldwell.amy@epa.gov>
Subject: Re: Two hiring freeze questions

Thanks. Moving forward lets make sure to use the word "safety" in every communication regarding this position.

Sent from my iPhone

On Feb 14, 2017, at 3:09 PM, Bradish, Tracey <bradish.tracey@epa.gov> wrote:

FYI and stay tuned.

From: Bradish, Tracey
Sent: Tuesday, February 14, 2017 3:06 PM
To: Collier, Darrel <collier.darrel@epa.gov>
Cc: Monroe, Scott <Monroe.Scott@epa.gov>; Alapati, Joan <Alapati.Joan@epa.gov>; Castaneda, John <castaneda.john@epa.gov>
Subject: RE: Two hiring freeze questions

Hi Darrel,

Thanks for the reply. I think there is some misunderstanding. Carla Ward's name was forwarded to OARM on February 1 in response to a call for "mission critical hires" who were still out there dangling and could be decided by the Acting Administrator (without going to OPM), and I just wanted to clarify whether the approval was for the individual or for the position. Your response indicates that it is for the specific person, so I will pose a question about the next step, which is: how do we seek an exception for the vacancy (not the specific candidate)?

As for the merit promotion candidate, do you have any inkling about timing of further guidance?

Thanks for the exchange and for the quick reply.

Tracey

From: Collier, Darrel
Sent: Tuesday, February 14, 2017 1:52 PM
To: Bradish, Tracey <bradish.tracey@epa.gov>
Cc: Monroe, Scott <Monroe.Scott@epa.gov>; Alapati, Joan <Alapati.Joan@epa.gov>; Castaneda, John <castaneda.john@epa.gov>
Subject: RE: Two hiring freeze questions

Good morning Tracey,

The okay we receive for Carla Ward was specific to the candidate due to the timeframe of the offer she received, which would have allowed her to onboard by 01/19/2017. We are still awaiting clarification and guidance for any additional actions of a similar nature.

(b) (6) His name along with other names were already forwarded for consideration; we are awaiting further guidance on these types of actions.

V/R,
Darrel

Darrel W. Collier
Branch Chief, Program Operations
HRM Division – Las Vegas HR Shared Service Center (Team Vegas)
US Environmental Protection Agency, OARM-Cincinnati
4220 S Maryland Parkway, Building A, Suite 100, Las Vegas, NV 89119-7528
Office Phone: 702.646.8931 Fax: 702.798.2416 Email: collier.darrel@epa.gov

From: Bradish, Tracey
Sent: Tuesday, February 14, 2017 10:36 AM
To: Collier, Darrel <collier.darrel@epa.gov>
Cc: Monroe, Scott <Monroe.Scott@epa.gov>
Subject: Two hiring freeze questions
Importance: High

Darrel,

I have 2 particular situations regarding hiring during the hiring freeze and I am hoping you can help me sort through each of them.

First, last Tuesday we got word that OARM had approved us moving forward with a final offer to Carla Ward, a candidate we'd selected for the position of Safety Engineer for our National Vehicle and Fuel Emissions Laboratory. I believe that OARM authorized us to select Carla because the nature of the position we were filling fit the criteria for exemption from the hiring freeze. Unfortunately, Carla declined the offer on February 9. Despite her declination, we still have the same need to fill the position. Am I correct in my assumption that OARM authorized us to fill the position and not simply to hire a specific candidate? If so, then we would like to move quickly on a new recruitment.

Second, we have a candidate for an internal merit promotion (LV-OAR-MP-2016-0093). He got a tentative offer and then the freeze hit before his final offer could go out. Last week his status in USA Jobs changed to "selected" and my office learned from Team Vegas that his selection had been sent to PSB for processing. Can you tell me what Team Vegas's intention is once Bryan (the candidate) clears

PSB? Will he get an abeyance letter like others or will the promotion be processed? If it will not be processed because of recent guidance from OPM, I presume that we can seek an exception from OARM—can you validate that as well?

Thanks for any information you can share, even if it is simply “we don’t know anything right now since we are still awaiting guidance from OARM”. In that case, we will work the process through different channels.

I am at (b) (6) if you’d like to discuss.

Tracey

Monroe, Scott

From: Caldwell, Amy
Sent: Friday, March 24, 2017 9:52 AM
To: Bradish, Tracey
Subject: FW: safety office write up
Attachments: Safety Officer_3_24 - RS.docx; SO Succession R2.docx

Tracking:	Recipient	Delivery	Read
	Bradish, Tracey	Delivered: 3/24/2017 9:52 AM	Read: 3/24/2017 10:07 AM

Tracey

I pulled out the other hires and sent Ruth this request, as the Title 5 Supervisor, the request is below and here is the response.

Thanks

Amy

Amy Caldwell
Centralized Services Center, Director
Office of Transportation and Air Quality/ IO/AA
Caldwell.Amy@epa.gov
Office: 734-214-4315
Cell: 734-904-5580

From: Schenk, Ruth
Sent: Friday, March 24, 2017 9:23 AM
To: Caldwell, Amy
Subject: RE: safety office write up

Amy,

Here are some more thoughts. I also provided an older file – it may have some other items of use.

Thanks,
Ruth

From: Caldwell, Amy
Sent: Friday, March 24, 2017 8:39 AM
To: Schenk, Ruth <schenk.ruth@epa.gov>
Subject: safety office write up

Ruth,

Please Look at the safety officer write up and let me know what you think: fill in the blanks where you can, validate or refute my assertions about \$\$\$ value and security level, and make any suggestions you think will strengthen it. I want to make it the best argument we can build.

Thanks

Amy

Amy Caldwell

Centralized Services Center, Director

Office of Transportation and Air Quality/ IO/AA

Caldwell.Amy@epa.gov

Office: 734-214-4315

Cell: 734-904-5580

Safety Officer

(b) (5)

(b) (5)

Safety Officer Succession Planning

The NVFEL Safety Officer supports both the Laboratory and Office Buildings; covering over 425 personnel include federal, grantee, students, on-site contractors, visiting contractors, and visitors. The recommended candidate for Safety Officer would be a Certified Industrial Hygienist (CIH) and/or Certified Safety Professional (CSP) with at least 5-10 years experience. These certifications require a bachelor degree in a related field (e.g., safety, engineering, industrial hygiene) and continued education through accredited universities, conferences, and symposiums. Many veterans have these credentials and this level of experience.

NVFEL has a reputation within the Agency as a high performer with regards to safety, health, and environmental performance. To continue this successful performance, in addition to the qualifications listed in the above paragraph, a one year overlap with current Safety Officer is requested. This period of overlap will provide:

- Occupational safety and health support to NVFEL management, who is ultimately legally liable for any injury or incident that occurs
- Offers protection to NVFEL employees in that an adequate level of support is consistently provided
- Adequate time for new employee to receive facility-specific training and practical experience under the tutelage of the current Safety Officer with 25 years of experience with the various programs related to NVFEL infrastructure, operations, etc. Without the practical experience and tutelage at NVFEL, it is akin to reading a textbook on calculus – you may understand the theory but you don't have the hands-on experience with solving the problems.
- Probationary period evaluation by supervisor with Safety Officer input to determine if a performance gap is due to lack of experience or knowledge which can be remedied through additional training and practical application through OTJ supervision
- A higher level of success to maintain and sustain NVFEL's reputation within the Agency

The following list of EPA orders is provided to show the breadth of the Safety Office responsibilities that are authorized by the EPA. This list does not include the requirements mandated by EPA's Safety, Health and Environmental Division Guidelines, EPA Facility Manuals, Occupational Safety and Health Administration through the CFR, and electrical and fire codes. EPA orders that apply to the responsibilities and duties of the Safety Officer are:

EPA Order 1440.1 Safety, Health and Environmental Management Program (SHEMP)	Manage and operate SHEMPs to achieve statutory and regulatory compliance; provide safe and healthful working conditions for employees and visitors
EPA Order 1440.2 Safety and Health Training Requirements for Agency Employees	Identify required training and certification, recommend or provide training and certification resources, and maintain records of training.
EPA Order 1440.3 Protective Services – Safety Respiratory Protection	Provide advice and assistance for training, selection, maintenance, recordkeeping, and occupational medical monitoring of employees whose jobs require the use of respiratory protective devices. Note: NVFEL no longer has jobs that require the use of respiratory protective devices.

EPA Order 1140.5A Qualifications and Training Requirements for Occupational Health and Safety Program Personnel	Minimum Agency qualifications and training requirements for occupational health and safety program personnel
EPA Order 1440.7 Hazard Communication	EPA facilities must have a hazard communication program that ensures hazardous substances are labeled; current inventory of hazardous substances; written information (e.g., safety data sheets) for hazardous substances present at facility; and information and training is provided to employees.
EPA Order 1460.1 Occupational Medical Surveillance Program (OMSP)	OMSP is Agency's mechanism for evaluating the health of employees exposed to occupational hazards Note: Over the past 3 years, the number of NVFEL personnel in the OMSP has been dramatically reduced from over 80 to 2. The tasks under OMSP include exposure to noise above regulated thresholds.
EPA Order 1480.1 Emergency Planning and Community Right-to-Know Compliance with SARA Title III	Reporting to state and local governments information concerning potential chemical hazards present in the facility

NVFEL's Safety Office is responsible for ensuring compliance with applicable Agency, federal, state, and local regulations pertaining to occupational health, safety, and environmental compliance. NVFEL's safety program is mature but must continually be evaluated to ensure that it is effective, efficient, addressing regulatory and agency needs.

The following programs are managed by the Safety Office and/or require the participation and action of the Safety Officer. Examples of the duties associated with each program are provided.

- Accidents, Incidents, and Near Misses
 - Investigation of events
 - Communication to staff and management; opportunity for lesson learned/teachable moment
 - Ensure necessary incident reports have been submitted to Safety Office
 - Reporting to SHEMD in DC and OSHA for injuries and illnesses; reporting frequency is immediate, quarterly, and annually depending upon severity
 - Reporting to city, county, state, SHEMD, and EPA Region V for spills over threshold quantity; reporting frequency is immediate, quarterly, and annually
- Air Pollution Control / Potential to Emit
 - Develop and maintain inventory of pollution emitting sources related to facility infrastructure, testing support, and testing operations
 - Annual update of inventory
 - Report to MDEQ, as needed
- Asbestos Management
 - Collect asbestos samples for analysis and review laboratory report
 - Collect asbestos removal documentation from Facilities and maintain records of removal activity
- Bloodborne Pathogen Program
 - Review regulatory requirements and update documented program as required

- Serves as Exposure Control Officer who is responsible for developing and maintaining the program
 - Produces and submits annual internal compliance review
- Chemical Hygiene Plan
 - Review regulatory requirements and update documented program as required
 - Review plans for storage, hazards, personal protective equipment, and waste disposal methods of chemicals
 - Approve chemical use at lab using the Chemical Information, Acquisition, and Use form
 - Audit work areas for proper container labeling
 - Assist Center Directors with semi-annual chemical hygiene inspections
 - Maintain facility master safety data sheet (SDS) file
- Confined Space Entry Program
 - Review regulatory requirements and update documented program as required
 - Review confined space entry forms and issue permits when needed
 - Monitor all permit required entries; ensure portable air monitoring equipment is ready for use
 - Purchase supplies for staff use
- Consultation with Staff and Management
 - Daily presence to answer questions
 - Prepare and disseminate SHEMP-related communications
- Contractor Policy
 - Review and update documented program as required
 - Provide contractor orientation
- Compressed Gas Cylinder Handling Program
 - Review and update documented program as required
 - Periodically check for non-compliance with program
- Drinking Water Safety
 - Test drinking water bacteriological quality and for other components if Ann Arbor city water purity is in question
- Electrical Safety
 - Serve as resource to staff and management regarding basic electrical safety requirements
 - Monitor that electrical panels are not obstructed
- Facility Inspections
 - Daily awareness and presence to observe potential problems
 - Monthly walk-throughs of facility
 - Report to management on any deficiencies
 - Work with management and staff to correct deficiencies
 - Shut down operations that are immediately dangers to employee safety or to the environment; work with management to correct problems and resume operations
- Fire Prevention Program
 - Review fire prevention guidelines and update as required
 - Maintain fire hazard inventory
 - Provide fire extinguisher training, online and hands-on
 - Ensure monthly checks and annual inspection of fire extinguishers are conducted
 - Ensure proper location and type of fire extinguishers

- Develop guidelines and assist staff with placement of flammable materials, heat producing devices, and electrical equipment
 - Ensure fire suppression agent concentrations provide adequate protection for work area activities
 - Ensure evacuation paths are not obstructed
- Hazard Communication
 - Ensure personnel are notified of hazards within their work areas
 - Ensure personnel are protected from hazards in their work areas
 - Ensure fire protection systems are adequate for the hazards
 - Reporting of hazards to city, county, state, regional, and federal entities
- Hazardous Duty Evaluation
 - Evaluate work assignments for employees with special needs, e.g., pregnancy, hearing loss
- Hazardous Waste Management
 - Review regulatory requirements and update documented program as required
 - Ensure compliance with hazardous waste regulations pertaining to storage, time limits, labeling, and recordkeeping
 - Inspect satellite and permanent hazardous waste storage sites, at least weekly
 - Maintain Hazardous Waste Building
 - Coordinate hazardous waste storage with staff
 - Coordinate off-site disposal with waste disposal contractor
 - Maintain manifests and other required records
- Hot Works Program
 - Review regulatory requirements and update documented program as required
 - Approve and maintain completed permits
- Industrial Hygiene Monitoring Equipment
 - Procure required industrial hygiene monitoring equipment and supplies, such as portable air monitors, noise monitors, equipment to calibrate air and noise monitors, ionizing and nonionizing radiation equipment, ventilation testing equipment, and illumination level monitor
 - Maintain and calibrate industrial hygiene monitoring equipment
 - Ensure equipment is ready for use
- Industrial Hygiene Surveys
 - Air monitoring
 - Illumination evaluation
 - Noise monitoring
 - Ventilation system evaluation
 - Ionizing radiation evaluation
- Laser Safety Program
 - Review regulatory requirements and update documented program as required
 - Monitor elements of program
- Lifting and Restraint Devices
 - Review regulatory requirements and update documented program as required
 - Monitor inspections
- Lock-out/Tag-out Program
 - Review regulatory requirements and update documented program as required
 - Review compliance annually and report

- Assist staff on identifying equipment and procedures
 - Purchase general supplies for staff use
- Occupational Medical Surveillance Program
 - Coordinate routine medical and audiological testing for staff
 - Coordinate exposure-related testing for staff
 - Report results of medical and exposure monitoring to SHEMD
- Personal Protective Equipment Program
 - Review regulatory requirements and update documented program as required
 - Recommend appropriate equipment and supplies
 - Approve procurement of appropriate equipment and supplies
 - Conduct periodic personal protective equipment hazard assessments
- Process and Facility Changes
 - Review and comment on plans for new or modified processes
 - Approve Process Initiation forms
 - Maintain records of approved, in process, and cancelled process initiation packages (forms, checklists, standard operating procedures, and other supporting documents)
 - Review and comment on facility modification plans
 - Approve Facility Modification forms
- Radiation (Ionizing) Safety
 - Review radiation dosimetry quarterly report
 - Maintain dosimetry reports
 - Review equipment specific reports
- Regulations and EPA Directives Review
 - Review new federal, state, local, and agency regulations and directives
 - Interpret applicability to NVFEL and establish priorities
 - Work with management to formulate new or modify existing NVFEL policies
 - Communicate new or modified policies and programs to staff
 - Answer or research specific staff questions
- Reporting to EPA HQ and External Organizations
 - Input injury and illness data into ECOMP database or provide to SHEMD
 - Complete HQ SHEMD injury and illness questionnaire to support report to Department of Labor
 - Air emissions reporting to the state of Michigan
 - SARA to state and city
 - TRI to EPA
 - EPCRA to county
 - Hazardous waste user charge invoice to state
 - Input to SHEMD HQ EPOCH audit tracking system
- Safety and Health Management System
 - Serves as SHMS Coordinator
 - Meets with Safety Committee and management
 - Review process initiation and facility modification forms to identify any new job hazards to employees that need evaluation and mitigation
 - Organize job hazard risk evaluations
 - Actively involved in internal and external audits and management reviews
 - Communicate information generated by SHMS to staff
 - Answer requests for information from SHEMD HQ and outside agencies

- Spill Prevention Program
 - Review regulatory requirements and update documented program
 - Knowledge of underground storage tanks and aboveground storage tanks
 - Serve as spill prevention coordinator
 - Select and purchase equipment and supplies for responding to emergency spill responses
 - Inspect and maintain emergency spill response supplies
 - Provide information to staff on the requirements of the SPCC program
 - Arrange for periodic inspections as required by the SPCC plan
 - Inspect assigned areas
 - Ensure required inspections are performed by Safety Office, TATD, and O&M
 - Ensure required training and certifications are present – oil handlers, Class A/B/C Operators of fuel system
- Training
 - Assess and assign relevant training for new employees and employees with new tasks
 - Contractor orientation
 - Maintaining on-line training system
 - Supplemental classroom training
 - Speak at division/center meetings
 - Develop training programs for jobs having high risk hazards
 - Develop new training programs as needed
 - Develop training materials as needed
 - NVFEL's safety training program contains over 55 courses
- Knowledge of NVFEL's Infrastructure
 - Facility layout
 - Laboratory Building
 - Office Building
 - Out buildings (Hazardous Waste Building, Fuel Management Building, Storage Pavilion)
 - Eyewash and emergency showers
 - Fire extinguishers
 - Fire suppression systems
 - Fire sprinklers
 - Gaseous agents – CO₂, FM-200, NOVEC 1230
 - Aqueous forming film
 - Dry chemical
 - Alarm systems
 - Fire
 - Combustible and toxic gases
 - Redline Jacket and Veeder-Root (fuel system)
 - Fuel farm, storage tanks (above and underground) and piping system
 - Testing-related operations and support
 - Chassis and engine dynamometers
 - Chemistry laboratory
 - Analytical compressed gases
 - Machine shop
 - Hot works – welding, brazing, cutting
 - Laser

The programs are the major programs that the Safety Officer manages, but are not the only tasks that are under the responsibility of the Safety Officer. The following items show a typical week's events:

- Chemical Hygiene Plan – conducted 4 semi-annual inspections with center directors
- Confined space entry – provided support for two confined space entries; monitoring of oxygen levels and toxic and combustible gases
- Emergency response – planning support for drill; provide smoke generator for fire drill
- Facility modification – reviewed installation and signed off on electrical wiring change
- Fire safety – responded to garbage dumpster blocking emergency exit
- Hazard communication – found generator tanks were unlabeled; coordinated engraving and installation of signs
- Hazard review for facility modification – proposed relocation of argon tank
- Hazard review for facility modification – effect of cellular boosters, wi-fi system
- Hazard review Chemical Hygiene Plan – evaluation of cleaners for cooling tower heat transfer coils; will require coordination with Facilities to shut down air handlers during application of cleaner
- Hazardous waste – review revised inspection checklist
- Industrial hygiene – air and noise monitoring in HD Chassis Test Facility; documented results
- Personal protective equipment – draft procurement memo for purchase card approvals
- Process review – CNC mill relocation
- Process review – on-road testing
- Process review – midrange engine testing
- Process review – Chemistry Lab Room 313
- Process review – HWY80 test
- Spill plan – reviewed drains and oil/water separators in newly constructed areas
- Spill response – response to fuel spill; incident review to determine root cause and implemented actions to prevent recurrence
- Spill plan – review new inspection procedure and form
- Spill plan – evaluate drain plugs in laboratory; replaced drain plugs
- Training – provide new employee orientation
- Training – review of draft forklift training program
- Training – verification new on-line system is working as expected
- Universal waste – coordinated large battery disposal

Monroe, Scott

From: Cook, Leila
Sent: Tuesday, June 26, 2018 4:18 PM
To: Christian, Pamela
Subject: FW: Safety Hire

From: Cook, Leila
Sent: Thursday, April 20, 2017 4:29 PM
To: Caldwell, Amy <caldwell.amy@epa.gov>; Bradish, Tracey <bradish.tracey@epa.gov>
Subject: Safety Hire

I wanted to let you know that I just spoke briefly with Betsy to thank her for her speedy support to out fuel well monitoring B&F request. I took the opportunity to raise with her the need to move the safety position for external hire asap. She had a sense of the priority and agreed to support getting it elevated. She will work with Scott early next week. I also mentioned Tracey the possibility of seeking permission for an external hire for your position and she mentioned that perhaps we could fill from within the agency. I told her you were shaking the tress a bit and we'd talk again.

I will not be highly engaged next week so Tracey I would appreciate you following up with Scott on the safety position.

Lee

Monroe, Scott

From: Caldwell, Amy
Sent: Sunday, April 30, 2017 9:49 PM
To: Cook, Leila
Cc: Bradish, Tracey
Subject: RE: contracting for Safety Officer skills/tasks DECISION POINT NEEDED

Tracking:	Recipient	Delivery	Read
	Cook, Leila	Delivered: 4/30/2017 9:49 PM	Read: 5/1/2017 11:36 AM
	Bradish, Tracey	Delivered: 4/30/2017 9:49 PM	Read: 5/1/2017 8:41 AM

Lee,

I am hopeful that we would find an applicant but not confident. We can talk on Wednesday at our 2-1. Hope you had a great vacation.

Amy

Amy Caldwell
Centralized Services Center, Director
Office of Transportation and Air Quality/ IO/AA
Caldwell.Amy@epa.gov
Office: 734-214-4315
Cell: 734-904-5580

From: Cook, Leila
Sent: Sunday, April 30, 2017 3:19 PM
To: Caldwell, Amy
Cc: Bradish, Tracey
Subject: Re: contracting for Safety Officer skills/tasks DECISION POINT NEEDED

Amy, even if we get permission i am not confident if our applicant pool. Would you be? I wonder if we could describe this as supplemental based on the size if the lab having grown with an option to ramp up if we are without some on site full time. That way we get coverage and continuity and begin to document the need for a second position. Just thinking out loud here. This was not an idle exercise and we should discuss further this week.

Sent from my iPhone

On Apr 26, 2017, at 10:59 AM, Caldwell, Amy <caldwell.amy@epa.gov> wrote:

Tracey

Do you see any issue with using a contract to fill the void for the safety officer if we don't get a hire? See email trail.

Amy Caldwell
Centralized Services Center, Director

Office of Transportation and Air Quality/ IO/AA

Caldwell.Amy@epa.gov

Office: 734-214-4315

Cell: 734-904-5580

From: Caldwell, Amy

Sent: Wednesday, April 26, 2017 12:57 PM

To: Cook, Leila <cook.leila@epa.gov>

Subject: FW: contracting for Safety Officer skills/tasks DECISION POINT NEEDED

Lee,

If we are truly going to try and contract out the safety office functions then we would need to pull together a package for CPOD by May 31, 2017?

Thanks

Amy

Amy Caldwell

Centralized Services Center, Director

Office of Transportation and Air Quality/ IO/AA

Caldwell.Amy@epa.gov

Office: 734-214-4315

Cell: 734-904-5580

From: Schenk, Ruth

Sent: Wednesday, April 26, 2017 12:53 PM

To: Caldwell, Amy <caldwell.amy@epa.gov>

Subject: RE: contracting for Safety Officer skills/tasks

Amy,

If there is a real potential of contracting services for safety support, I will need to know soon. I will need to develop a procurement package, get it into EAS by the May 31 year-end deadline, and get the item on Annette's summary list.

Thanks,

Ruth

From: Caldwell, Amy

Sent: Thursday, April 20, 2017 4:44 PM

To: Schenk, Ruth <schenk.ruth@epa.gov>

Subject: contracting for Safety Officer skills/tasks

Lee,

There's a GSA contract GS-10F-0386K that looks to have potential, so there are some out there

https://www.gsaadvantage.gov/ref_text/GS10F0386K/0P1LOU.38DQ21_GS-10F-0386K_AMACATALOG.PDF.

Here are the rates:

And services.

Based on the table, Greg is a CIH II.

If NVFEL contracted these services:

- Certified Safety Professional (\$110/hour rate) would need to be on-site all the time. Annual cost \$228,800.
- For hazardous waste management (at least 4 hours per week), there will need to be a Certified Hazardous Materials Manager (\$110/hour) on-site. Annual cost \$22,880.
- Occasionally, there will need to be a Certified Industrial Hygienist (\$140/hour) or Senior Industrial Hygienist (\$96/hour). Assume 40 hours/year. Annual cost \$3840 - \$5600.
- Project management (\$77/hour). Uncertain as to how this would be determined but responsible for staff, schedule, budget, coordination. Assume it to be 4 hours/week. Annual cost \$16000
- Overhead percentage was not noted in GSA contract. Annual cost TBD
- Estimated annual cost: \$274K, not including TBD overhead

We have no real knowledge of how and if we could get a contractor on site but this information provides some hope and data.

Does this help?

Thanks

Amy

Amy Caldwell
Centralized Services Center, Director
Office of Transportation and Air Quality/ IO/AA
Caldwell.Amy@epa.gov
Office: 734-214-4315
Cell: 734-904-5580

Monroe, Scott

From: Cook, Leila
Sent: Tuesday, June 26, 2018 4:17 PM
To: Christian, Pamela
Subject: FW: Memo: Request to Fill Vacancy for Public Safety Position

From: Cook, Leila
Sent: Monday, May 08, 2017 7:28 PM
To: Bradish, Tracey <bradish.tracey@epa.gov>
Cc: Caldwell, Amy <caldwell.amy@epa.gov>
Subject: Re: Memo: Request to Fill Vacancy for Public Safety Position

Great news!

Sent from my iPhone

On May 8, 2017, at 7:07 PM, Bradish, Tracey <bradish.tracey@epa.gov> wrote:

Approved!!

Sent from my iPhone

Begin forwarded message:

From: "Engebretson, Lizabeth" <Engebretson.Lizabeth@epa.gov>
To: "Collier, Darrel" <collier.darrel@epa.gov>, "Alapati, Joan" <Alapati.Joan@epa.gov>
Cc: "Castaneda, John" <castaneda.john@epa.gov>, "Monroe, Scott" <Monroe.Scott@epa.gov>, "Bradish, Tracey" <bradish.tracey@epa.gov>
Subject: FW: Memo: Request to Fill Vacancy for Public Safety Position

FYI – Ann Arbor has an exception approved for external hire.

From: Vizian, Donna
Sent: Monday, May 08, 2017 2:38 PM
To: Carter, Rick <Carter.Rick@epa.gov>; Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>
Subject: FW: Memo: Request to Fill Vacancy for Public Safety Position

FYI

From: Anderson, Denise
Sent: Monday, May 08, 2017 5:37 PM
To: Vizian, Donna <Vizian.Donna@epa.gov>; Dunham, Sarah <Dunham.Sarah@epa.gov>; Flynn, Mike <Flynn.Mike@epa.gov>
Subject: Memo: Request to Fill Vacancy for Public Safety Position

Denise L. Anderson
Office of the Administrator
Desk: 202-564-1782
Cell: 202-253-5235
anderson.denise@epa.gov

<Request to Fill Vacancy for Public Safety Position2017-05-08-174746.pdf>

Monroe, Scott

From: Bradish, Tracey
Sent: Monday, July 3, 2017 11:08 AM
To: Caldwell, Amy
Subject: Re: Opportunistic hire for Safety Hire

Amy,

I didn't think we were going to ask unless we did indeed find a second great candidate, so I haven't even drafted a note yet. I think it would be a less strong case to say we have an opportunity to hire a second person when we don't have one in hand.

I may be mistaken so let's get clarity from lee. I can ask on Wednesday if you like or you can reach out to her via email.

Sorry if I misunderstood.

Tracey

Sent from my iPhone

On Jul 3, 2017, at 10:04 AM, Caldwell, Amy <caldwell.amy@epa.gov> wrote:

Tracey,
Was this paragraph adequate for you to move forward in trying to secure approval for hiring a 2nd Safety Office if we find two good candidates?

Thanks

Amy

Amy Caldwell

Centralized Services Center, Director

Office of Transportation and Air Quality/ IO/AA

Caldwell.Amy@epa.gov

Office: 734-214-4315

Cell: 734-904-5580

From: Caldwell, Amy

Sent: Wednesday, June 28, 2017 12:54 PM

To: Bradish, Tracey <bradish.tracey@epa.gov>

Subject: Opportunistic hire for Safety Hire

Tracey,

The NVFEL has almost doubled in size since the inception of the laboratory and is much more complex as technologies and fuels become integrated into our business.

The SLT had intended to expand the safety staff to 2 Safety Officers but unfortunately more pressing hires were needed first, in addition we didn't expect the current Safety Office to retire this year. There will be no opportunity to have cross training between the current Safety Officer and the new Safety Officer; so hiring 2 new Safety Officers in parallel will create a time savings during the training period and allow us to create some much needed backup for this critical position.

We expect to add Region 5 and CID staff and that addition will require us to insure the safety of additional staff and oversight of how their work may impact our facility.

If we could secure approval to hire 2 Safety Officers, off the current cert received from LV, the government and NVFEL would benefit.

Amy Caldwell
Centralized Services Center, Director
Office of Transportation and Air Quality/ IO/AA
Caldwell.Amy@epa.gov
Office: 734-214-4315
Cell: 734-904-5580

Monroe, Scott

From: Caldwell, Amy
Sent: Monday, July 3, 2017 11:13 AM
To: Bradish, Tracey
Cc: Cook, Leila
Subject: RE: Opportunistic hire for Safety Hire

Tracking:	Recipient	Delivery	Read
	Bradish, Tracey	Delivered: 7/3/2017 11:13 AM	Read: 7/3/2017 11:14 AM
	Cook, Leila	Delivered: 7/3/2017 11:13 AM	

Tracey,

I have added Lee to this note and she can chime in when available.

I thought we were going to move forward to ask for the latitude to hire a second candidate if we found one on this cert to be prepared to execute.

I didn't know how long it would take to garner approval and assumed that we would determine if it was possible to get the approval as we worked the interviewing process.

Since there are so many candidates it would seem reasonable that we could find 2 good candidates, but that may be my imagination. We haven't received the resumes of the candidates as a result of the snafu with the new HRO system and once we clear that hurdle I just wanted to be ready to execute.

I respect your perspective and knowledge and will defer to whatever Lee decides.

Thanks

Amy

Amy Caldwell
Centralized Services Center, Director
Office of Transportation and Air Quality/ IO/AA
Caldwell.Amy@epa.gov
Office: 734-214-4315
Cell: 734-904-5580

From: Bradish, Tracey
Sent: Monday, July 03, 2017 11:08 AM
To: Caldwell, Amy
Subject: Re: Opportunistic hire for Safety Hire

Amy,

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I may be mistaken so let's get clarity from Lee. I can ask on Wednesday if you like or you can reach out to her via email.

Sorry if I misunderstood.

Tracey

Sent from my iPhone

On Jul 3, 2017, at 10:04 AM, Caldwell, Amy <caldwell.amy@epa.gov> wrote:

Tracey,

Was this paragraph adequate for you to move forward in trying to secure approval for hiring a 2nd Safety Office if we find two good candidates?

Thanks

Amy

Amy Caldwell
Centralized Services Center, Director
Office of Transportation and Air Quality/ IO/AA
Caldwell.Amy@epa.gov
Office: 734-214-4315
Cell: 734-904-5580

From: Caldwell, Amy
Sent: Wednesday, June 28, 2017 12:54 PM
To: Bradish, Tracey <bradish.tracey@epa.gov>
Subject: Opportunistic hire for Safety Hire

Tracey,

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The SLT had intended to expand the safety staff to 2 Safety Officers but unfortunately more pressing hires were needed first, in addition we didn't expect the current Safety Officer to retire this year. There will be no opportunity to have cross training between the current Safety Officer and the new Safety Officer; so hiring 2 new Safety Officers in parallel will create a time savings during the training period and allow us to create some much needed backup for this critical position.

We expect to add Region 5 and CID staff and that addition will require us to insure the safety of additional staff and oversight of how their work may impact our facility.

If we could secure approval to hire 2 Safety Officers, off the current cert received from LV, the government and NVFEL would benefit.

Amy Caldwell
Centralized Services Center, Director
Office of Transportation and Air Quality/ IO/AA
Caldwell.Amy@epa.gov
Office: 734-214-4315
Cell: 734-904-5580

Monroe, Scott

From: Schenk, Ruth
Sent: Monday, July 31, 2017 10:25 AM
To: Caldwell, Amy
Subject: RE: support for opportunistic hire
Attachments: Safety Engrs Request.docx

Amy,

The requested document is attached. It turned out to be more than a few bullets or paragraphs. Pretty much the info in on the first page is what was requested and borrows from Tracey's note; the second page provides more detail on what safety office does; then there's a table that shows what two safety engineers would be working on.

Let me know if there is more or less needed. Thanks, Ruth

From: Caldwell, Amy
Sent: Monday, July 24, 2017 11:17 AM
To: Schenk, Ruth <schenk.ruth@epa.gov>
Subject: support for opportunistic hire

Ruth,

I need a few paragraphs or just bullets that show how we will fully utilize the two safety engineers. This document will be used to provide Lee the knowledge and information needed to try and persuade Betsy that we need an additional safety office.

You should introduce the rationale that the lab has become more complex, and challenging and the demands from the laboratory has increased substantially.

Over the past few years we were using 50 -60 percent of your time to supplement safety, while training Jeff Haight on EMS and QA.

Then you can demonstrate what the two safety officers would cover and show that it is sustainable.

Have I explained this adequately? If you can have this by the end of the week it will position Lee to go to Betsy.

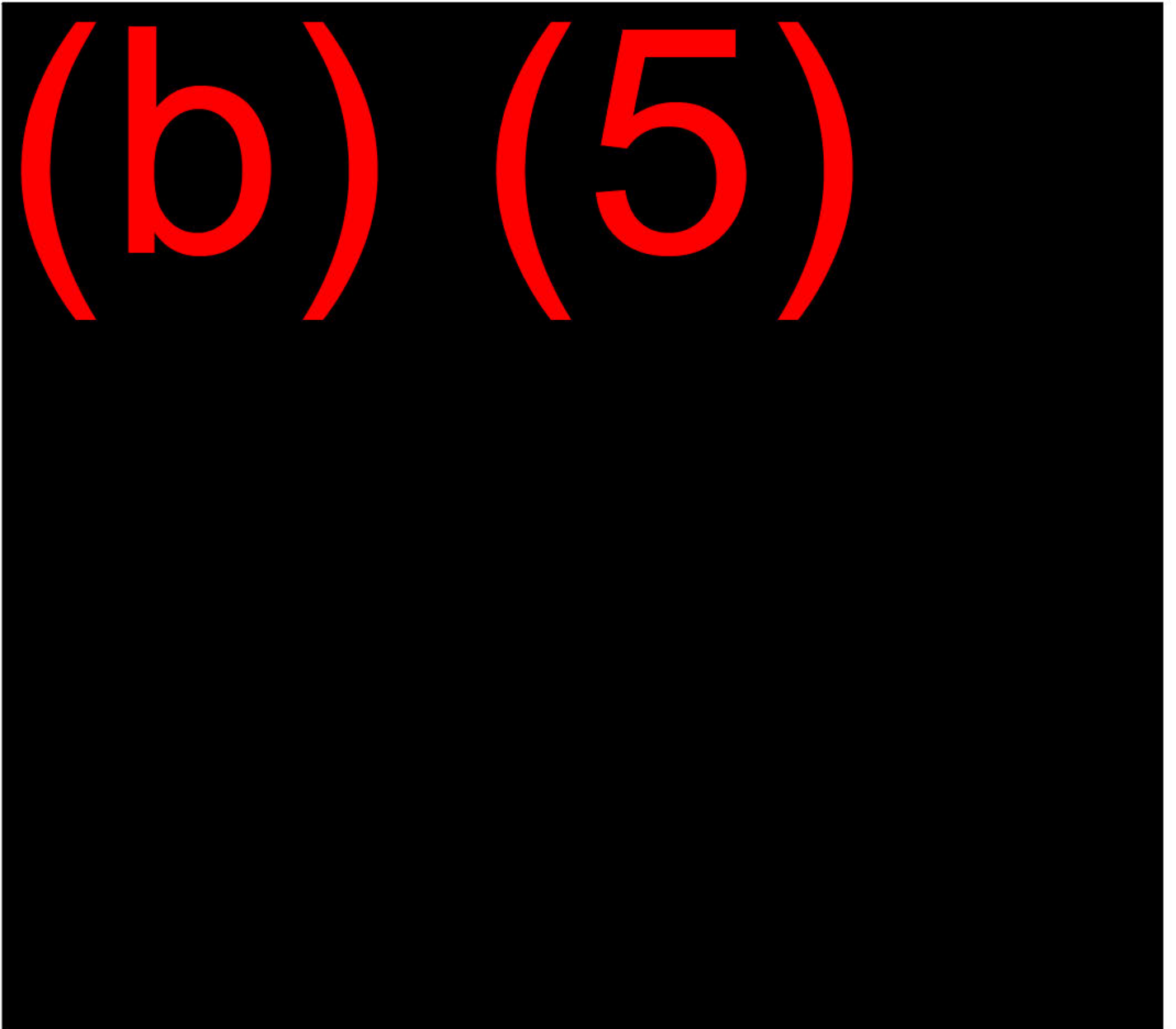
Thanks

Amy

Amy Caldwell
Centralized Services Center, Director
Office of Transportation and Air Quality/ IO/AA Caldwell.Amy@epa.gov
Office: 734-214-4315
Cell: 734-904-5580

NVFEL Safety Office
Justification for Two Safety Engineers

(b) (5)



(b) (5)

(b) (5)

(b) (5)

Monroe, Scott

From: Caldwell, Amy
Sent: Monday, July 31, 2017 10:42 AM
To: Bradish, Tracey
Subject: FW: support for opportunistic hire
Attachments: Safety Engrs Request.docx

Tracking:	Recipient	Delivery	Read
	Bradish, Tracey	Delivered: 7/31/2017 10:42 AM	Read: 7/31/2017 10:44 AM

FYI

Amy Caldwell
Centralized Services Center, Director
Office of Transportation and Air Quality/ IO/AA
Caldwell.Amy@epa.gov
Office: 734-214-4315
Cell: 734-904-5580

From: Schenk, Ruth
Sent: Monday, July 31, 2017 10:25 AM
To: Caldwell, Amy
Subject: RE: support for opportunistic hire

Amy,

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Let me know if there is more or less needed. Thanks,
Ruth

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To: Schenk, Ruth <schenk.ruth@epa.gov>
Subject: support for opportunistic hire

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You should introduce the rationale that the lab has become more complex, and challenging and the demands from the laboratory has increased substantially.

Over the past few years we were using 50 -60 percent of your time to supplement safety, while training Jeff Haight on EMS and QA.

Then you can demonstrate what the two safety officers would cover and show that it is sustainable.

Have I explained this adequately? If you can have this by the end of the week it will position Lee to go to Betsy.

Thanks

Amy

Amy Caldwell
Centralized Services Center, Director
Office of Transportation and Air Quality/ IO/AA
Caldwell.Amy@epa.gov
Office: 734-214-4315
Cell: 734-904-5580

NVFEL Safety Office Justification for Two Safety Engineers

The National Vehicle and Fuel Emissions Laboratory (NVFEL) is a complex microcosm on 15 acres located in the wetlands of Ann Arbor, near the populated area of the University of Michigan Hospital, apartment complexes, and a shopping mall. The NVFEL has both an office building as well as a laboratory, and supports over 450 employees. Within the Laboratory Building, there are chemical laboratories that test flammable and combustible fuels; an analytical gas laboratory which blends and stores 1,400 compressed gas cylinders; test sites that house high energy equipment such as 600 HP dynamometers and 600 volt battery simulators; dynamometer test sites that have the capability to test articles that range in size from leaf blowers to semi tractor-trailers, under ambient temperatures from 20°F to 90°F with fans that create winds in excess of 80 mph; a Fuel Distribution Area equivalent to a commercial fueling station with fuel storage of over 145,000 gallons in underground storage tanks and another 10,000 gallons in above ground containers; and a Machine Shop with capability to build prototype automotive components.

As NVFEL grew from one building to two buildings and space was added to the Laboratory Building, the overall campus has increased from 140,000 square feet to over 284,000 square feet. The articles tested at NVFEL have also changed over the years, in addition to light duty cars and trucks, heavy duty engines, and fuels, NVFEL now tests small handheld engines, lawn mowers, all-terrain vehicles, medium and heavy-duty vehicles, stationary source engines, and fuel system components, and is developing methods to test aircraft engines. Additionally, the NVFEL has hosted staff from the US Geological Survey and their projects, which introduced new processes, chemicals, and risks to NVFEL. The anticipated relocation of Grosse Ile staff to the NVFEL will add 24 more staff members and approximately 10,000 square feet of office space, as well as the specialized space and equipment that they require.

The Safety Office has been staffed by one Safety Engineer, even as NVFEL has doubled its physical size and expanded in complexity. To keep up with the changing environment within the NVFEL, a Title V supervisor was named and provides an additional 0.5 FTE to the Safety Office. However, the Title V supervisor is not a trained safety professional or industrial hygienist, so the support provided is administrative rather than technical. When the Safety Engineer was on leave, or as the case is now - retired, protection of the staff, neighboring community, and property is at risk.

Prior to the 2016 hiring freeze, we cemented internal plans to bring on two Safety Officers over the course of several months, with at least one of them having benefit of cross-training from the current incumbent prior to his retirement. In May 2017, we received an exception to the hiring freeze to bring on one Safety Officer as a 1-for-1 backfill for the incumbent. With the retirement of incumbent Safety Officer, we now find ourselves in a vulnerable position we had not anticipated and that is not tenable.

Our approved vacancy generated a large number of applicants, and we have found two outstanding candidates who will bring immediate skill and expertise to our safety program. For that reason, we are asking for an additional exception to the hiring freeze so that we can hire both of them quickly. Bringing the two on at the same time will bring enormous benefit, and will eventually mitigate the gap we are facing now.

Safety Office

The Safety Office at the NVFEL is responsible for the oversight and implementation of occupational safety, health and environmental programs at the facility to ensure compliance with federal, state, and local regulations and Agency directives, guidelines, and recommended practices. The goals of the Safety Office are to eliminate or control the risk of personal injury or long-term health effects for the personnel at NVFEL and to ensure the facility is in compliance with environmental regulations, policies, and best practices regarding the storage, use, and disposal of toxic and hazardous chemicals.

Commented [RS1]: This paragraph could be deleted to shorten.

Along with the complexities of the facility and its mission, the test articles are becoming more complex. The vehicles and engines run on a wide variety of fuels and propulsion methods (e.g., gasoline, diesel, biofuels, hydrogen, electric, hybrids), each with their inherent risks. Evaluation and application of these new technologies are critical to OTAQ's mission; however, these new technologies must be safely and environmentally managed by the Safety Office at NVFEL. As these technologies are new and in research, the associated risks, exposures, and emissions are frequently undefined and have far-reaching implications and carry the potential for catastrophe. The Safety Office must exercise extensive professional expertise, knowledge and judgment in designing safety, health, and environmental programs where new technology is employed. The Safety Office must participate in the development of new approaches, concepts, standards, and procedures in the absence of regulations, guidelines, precedents, or models for the safety of personnel and protection of the environment. A recent example is the in-depth evaluation of lithium-ion battery testing including controls for the storage of test articles, establishing gas and temperature monitoring protocols to provide warning of an impending failure, emergency preparedness planning and training, and a new approach to fire protection in the test site.

Commented [RS2]: This paragraph could be deleted to shorten.

The technical knowledge base required for the Safety Engineers in the Safety Office includes OSHA (Occupational Safety and Health Administration) and environmental compliance related topics. One Safety Engineer will be responsible for the OSHA compliance programs and the other Safety Engineer will be responsible for the environmental compliance topics. Both Safety Engineers will serve as the back-up for the other. The table below shows how programs at NVFEL are split between the two Safety Engineers.

Commented [RS3]: This paragraph and table that follows show how 2 safety engineers would be utilized.

Program	Safety Engineer OSHA compliance	Safety Engineer Environmental compliance
Bloodborne pathogens	Primary	Backup
Chemical Hygiene Plan; e.g., procurement, inventory, personal protective equipment, safety data sheets (SDS), labeling, shipping	Primary	Backup
Confined space entry	Primary	Backup
Contractor safety orientation	Primary	Backup
Electrical hazards	Backup	Primary
Evacuation and emergency planning	Backup	Primary
Ergonomics	Primary	Backup
Fire prevention and safety	Backup	Primary

Program	Safety Engineer OSHA compliance	Safety Engineer Environmental compliance
Hazardous materials - flammable and combustible liquids; compressed gases; cryogenic liquids; handling, storage, use, and disposal of hazardous materials; hazard communication	Backup	Primary
Hot and cold stress on personnel	Primary	Backup
Industrial hygiene – recognition, evaluation and control of hazards; Permissible Exposure Limits; sampling protocols (asbestos, noise, air, fumes, mold)	Primary	Backup
Laser safety	Primary	Backup
Lifting equipment safety	Backup	Primary
Lockout and tag-out – control of hazardous energy (electrical, mechanical, and chemical)	Primary	Backup
Machinery and machine guarding	Backup	Primary
Occupational medical surveillance	Primary	Backup
Personal protective equipment	Primary	Backup
Recordkeeping and reporting to internal and external organizations	Shared responsibility	Shared responsibility
<ul style="list-style-type: none"> Injury, Illness and Near Miss – quarterly and annual reporting to SHEMD for Department of Labor 	Primary	Backup
<ul style="list-style-type: none"> Injury, Illness and Near Miss – immediate analysis, remediation, and corrective action as part of an incident 	Depends upon incident	Depends upon incident
<ul style="list-style-type: none"> Manifests – hazardous waste user charge invoice to State 	Backup	Primary
<ul style="list-style-type: none"> Air emissions – annual report 	Backup	Primary
<ul style="list-style-type: none"> Emergency Planning and Community Right to Know (EPCRA) – annual report of toxic, hazardous and polluting materials and the quantities of each provided to local, county, and state governments; e.g., Tier II annual report, Toxics Release Inventory annual report, Hazardous Chemical Inventory 	Backup	Primary
<ul style="list-style-type: none"> Spill notifications to EPA and local, county, and state governments in the event of a spill of a reportable quantity 	Backup	Primary
<ul style="list-style-type: none"> Annual OSH (occupational safety and health) questionnaire to SHEMD 	Depends upon question	Depends upon question

Program	Safety Engineer OSHA compliance	Safety Engineer Environmental compliance
Review of Facility Requests and Hazard Reviews	Shared responsibility	Shared responsibility
Safety audits – internal inspections, internal audits, SSD triennial audits, and enforcement audits by outside organizations	Shared responsibility depending upon the program(s) being audited	Shared responsibility depending upon the program(s) being audited
Safety and Health Management System	Will need to be determined by workload	Will need to be determined by workload
Safety training	Shared responsibility depending upon the program(s) requiring training	Shared responsibility depending upon the program(s) requiring training
Spill, Prevention, Control and Countermeasure (SPCC) Plan	Backup	Primary
Underground and above-ground storage tanks	Backup	Primary
Welding, cutting, and brazing (hot work) safety	Backup	Primary

Monroe, Scott

From: Cook, Leila
Sent: Tuesday, August 1, 2017 4:44 PM
To: Caldwell, Amy
Subject: update on meeting with Betsy and additional safety hire

Amy,

I just wanted to let you know that I learned yesterday that Betsy is on vacation this week. I am going to edit the two write ups you offered both of which are very good and useful. I want to re-write to find a middle length for Betsy's usefulness. I will run it by you hopefully tomorrow. We will not wait for me to get back from my vacation next week but rather request time with Betsy that I will participate in from vacation in order to try to move several things forward.

Just wanted to keep you posted. Any news on a tentative acceptance from Carla?

Lee

Monroe, Scott

From: Cook, Leila
Sent: Thursday, August 31, 2017 12:01 PM
To: Shaw, Betsy
Cc: Monroe, Scott; Bradish, Tracey; Caldwell, Amy
Subject: RE: Request for 2nd Safety Officer hire

Follow Up Flag: Follow up
Flag Status: Flagged

Just refreshing everyone that this is still pending.

From: Cook, Leila
Sent: Thursday, August 17, 2017 5:31 PM
To: Shaw, Betsy
Cc: Monroe, Scott ; Bradish, Tracey ; Caldwell, Amy
Subject: Request for 2nd Safety Officer hire

Betsy,

Thanks so much for your time yesterday. Attached please find our write-up for the 2nd safety hire. If you or Scott have any questions please let me know or if perhaps the write up is not optimized for your purposes.

Kindest regards,

Lee

Monroe, Scott

From: Cook, Leila
Sent: Tuesday, September 5, 2017 10:38 AM
To: Caldwell, Amy
Subject: RE: 2nd Safety Officer Request

Just fyi – this reminder was as much for Scott since he will assist Betsy in “packaging” a few things together. Today is Sarah’s first day back after 3 weeks so I will give Scott and Betsy a couple of days before reaching out again.

From: Caldwell, Amy
Sent: Tuesday, September 05, 2017 9:13 AM
To: Cook, Leila
Subject: RE: 2nd Safety Officer Request

Thank you

Amy Caldwell
Centralized Services Center, Director
Office of Transportation and Air Quality/ IO/AA
Caldwell.Amy@epa.gov
Office: 734-214-4315
Cell: 734-904-5580

From: Cook, Leila
Sent: Tuesday, September 05, 2017 8:20 AM
To: Caldwell, Amy <caldwell.amy@epa.gov>
Subject: Re: 2nd Safety Officer Request

She was out of the office until today since wed of last week.

Sent from my iPhone

On Sep 5, 2017, at 6:50 AM, Caldwell, Amy <caldwell.amy@epa.gov> wrote:

Lee,

Thanks for sharing that you reminded Betsy about the request for the 2nd Safety Officer for our facility.

By chance, did you hear back from her?

Amy

Amy Caldwell
Centralized Services Center, Director
Office of Transportation and Air Quality/ IO/AA
Caldwell.Amy@epa.gov
Office: 734-214-4315
Cell: 734-904-5580

Monroe, Scott

From: Schenk, Ruth
Sent: Wednesday, September 20, 2017 4:02 PM
To: 'mary caldwell'
Subject: RE: 2nd SO

True.

From: mary caldwell [mailto:bostonamy1980@gmail.com]
Sent: Wednesday, September 20, 2017 3:58 PM
To: Schenk, Ruth <schenk.ruth@epa.gov>
Subject: Re: 2nd SO

Ruth

Thanks for update. At least it wasn't shut down yet.

Amy

On Wed, Sep 20, 2017 at 9:57 PM Schenk, Ruth <schenk.ruth@epa.gov> wrote:
Amy,

Erica provided an update from activities that occurred today. The gist of it – Betsy Shaw has provided Mike Flynn with request. The second SO was one of 8 requests put forth by OAR. OAR IO is putting together updated info on OAR FTE status to provide to Mike; just in case he does not have the latest info. Probably be about 2 weeks before we hear any more.

In OAR supv meeting yesterday, Betsy discussed hiring freeze. She mentioned that OAR has provided Mike Flynn with requests for mission critical positions.

Thanks,
Ruth

Monroe, Scott

From: Cook, Leila
Sent: Tuesday, October 17, 2017 9:53 AM
To: Caldwell, Amy
Subject: RE: Status of request to hire 2nd Safety position in the lab

Nag is a word I would never have used but thanks!

From: Caldwell, Amy
Sent: Tuesday, October 17, 2017 9:52 AM
To: Cook, Leila
Subject: Re: Status of request to hire 2nd Safety position in the lab

Thanks and I will ratchet back my nag level to inquiries from time to time

Sent from my iPhone

On Oct 17, 2017, at 8:50 AM, Cook, Leila <cook.leila@epa.gov> wrote:

See Betsy's note below. This will likely take a while but we'll keep at it.

Lee

From: Shaw, Betsy
Sent: Thursday, October 12, 2017 4:17 PM
To: Cook, Leila <cook.leila@epa.gov>
Cc: Monroe, Scott <Monroe.Scott@epa.gov>; Watkins, Erica <Watkins.Erica@epa.gov>
Subject: RE: Status of request to hire 2nd Safety position in the lab

Hi Lee,

Mike is overwhelmed with lots of hiring requests from across the agency and trying to figure out, in consultation with OCFO and OARM, what assumptions should be made about our likely FY2018 funding situation to inform his decisions. In talking to other offices, they are in the same boat awaiting responses to their external hiring requests. (The exception is the Pesticides Program which is able to hire additional staff who don't count against EPA's FTE ceiling per the PRIA law that funds them by fees.) I will send Mike another friendly inquiry, but I do not expect to get any decisions until he feels he has enough information and internal agreement on appropriate resource assumptions going forward. I'll let you know if/when I learn anything more.

Thanks,

Betsy

From: Cook, Leila
Sent: Thursday, October 12, 2017 2:04 PM
To: Shaw, Betsy <Shaw.Betsy@epa.gov>

Cc: Monroe, Scott <Monroe.Scott@epa.gov>; Watkins, Erica <Watkins.Erica@epa.gov>

Subject: Status of request to hire 2nd Safety position in the lab

Hi Betsy,

I have not yet heard an update on our request to hire. The two weeks Mike initially requested to us to 10/5. I would appreciate any update you can provide.

Lee

Monroe, Scott

From: Watkins, Erica
Sent: Monday, December 11, 2017 1:11 PM
To: Christian, Pamela
Subject: FW: Safety Officer hire

Tracking:	Recipient	Read
	Christian, Pamela	Read: 12/11/2017 1:16 PM

FYI--

Erica Watkins
Immediate Office Room C186
Office of Transportation and Air Quality
Ph: 734-214-4415
Cell: 734-646-3830

From: Caldwell, Amy
Sent: Monday, December 11, 2017 1:10 PM
To: Kloc, Daniel <kloc.daniel@epa.gov>
Cc: Watkins, Erica <Watkins.Erica@epa.gov>; Schenk, Ruth <schenk.ruth@epa.gov>
Subject: Safety Officer hire

Dan,

Can you get a hiring package ready for a safety officer, you can use the same package we used for Carla. Lee has asked that we prepare this hiring package as she tries to secure the final approval for this hire.

Thanks

Amy

Amy Caldwell
Centralized Services Center, Director
Office of Transportation and Air Quality/ IO/AA Caldwell.Amy@epa.gov
Office: 734-214-4315
Cell: 734-904-5580

Monroe, Scott

From: Schenk, Ruth
Sent: Tuesday, December 12, 2017 3:56 PM
To: Caldwell, Amy
Subject: RE: Safety Officer hire

This will be a great holiday gift; if the approval to proceed is provided.

From: Caldwell, Amy
Sent: Tuesday, December 12, 2017 11:41 AM
To: Kloc, Daniel
Cc: Watkins, Erica ; Schenk, Ruth ; Christian, Pamela ; Spencer, Ronnece
Subject: Re: Safety Officer hire

Dan

I am in the office tomorrow and then on leave and not back in the office to Wednesday 12/20.

Ruth can always sign on my behalf if needed, just keep me in the loop.

Thanks

Amy

Sent from my iPhone

On Dec 12, 2017, at 11:37 AM, Kloc, Daniel <kloc.daniel@epa.gov> wrote:

Amy, I'll be working on it this week for sure. Will likely ask Ronnece to get signatures from you. THX

From: Caldwell, Amy
Sent: Tuesday, December 12, 2017 11:36 AM
To: Kloc, Daniel <kloc.daniel@epa.gov>
Cc: Watkins, Erica <Watkins.Erica@epa.gov>; Schenk, Ruth <schenk.ruth@epa.gov>
Subject: Re: Safety Officer hire

Dan

I wanted to check in to see if you had the opportunity to consider this request?

Thanks

Amy

Sent from my iPhone

On Dec 11, 2017, at 1:09 PM, Caldwell, Amy <caldwell.amy@epa.gov> wrote:

Dan,

Can you get a hiring package ready for a safety officer, you can use the same package we used for Carla. Lee has asked that we prepare this hiring package as she tries to secure the final approval for this hire.

Thanks

Amy

Amy Caldwell
Centralized Services Center, Director
Office of Transportation and Air Quality/ IO/AA
Caldwell.Amy@epa.gov
Office: 734-214-4315
Cell: 734-904-5580

Monroe, Scott

From: Watkins, Erica
Sent: Wednesday, December 13, 2017 3:33 PM
To: Christian, Pamela
Subject: FW: External hire and...

Tracking:	Recipient	Read
	Christian, Pamela	Read: 12/13/2017 3:33 PM

Pam

Yay good news! I would like you to do the following:

- send the notes to the divisions with me as a cc. Please confirm with the Assoc or Deputy regarding whether they want to extend Staggs.
- Send note to Amy C letting her know the Safety Officer has been approved and a tentative timeline as to how quickly this will be sent to Vegas. I would also like you to reach out to Vegas to let them know this one is a priority (in terms of external hire want to jump on while the answer is still yes – even more so than the GS-14s)

Thanks

Erica

Erica Watkins
Immediate Office Room C186
Office of Transportation and Air Quality
Ph:734-214-4415
Cell: 734-646-3830

From: Cook, Leila
Sent: Wednesday, December 13, 2017 3:27 PM
To: Watkins, Erica ; Christian, Pamela
Subject: FW: External hire and...

See good news below from Betsy. I've let Amy know we will move the safety hire and I let Karl know he can tell Andre she is good. I am also letting Byron know about Thomas Boylan.

Would you follow up with the appropriate divisions on the extensions. I believe we have a mixed message on the extension for Michael Staggs and that may not go forward. Please ;let me know the result when confirmed.

From: Shaw, Betsy
Sent: Wednesday, December 13, 2017 2:01 PM
To: Cook, Leila <cook.leila@epa.gov>
Subject: RE: External hire and...

Hi Lee,

Thanks for letting me know about the safety office selection. Yes, let's talk as needed down the road about the chemist.

I just got off the phone with Mike Flynn who has okayed us picking up both Andrea Maguire and Thomas Boylan permanently, and the extension to next September of the three pathways interns you wanted to extend (Michael Staggs, Tate Mazer, and Kate Yuhas). I'm awaiting something in writing from Mike should we need to provide to Las Vegas, but I think you can communicate with the individuals involved that that is the plan.

Yes, let's try to confer on OT directly. I've got a lot of flexibility this Friday is you're going to be in the office. Let me know.

Thanks,

Betsy

From: Cook, Leila
Sent: Wednesday, December 13, 2017 12:30 PM
To: Shaw, Betsy <Shaw.Betsy@epa.gov>
Subject: External hire and...

Hi Betsy,

I hope you are feeling better. I wanted to let you know that I am putting forward to Las Vegas as our 1 external hire the safety officer we had requested. When I have exhausted other possibilities for a Chemist hire from within EPA we may need to discuss another external hire but I will run those traps thoroughly first.

Couple of other things

PMF conversion – We reached out to the PMF office to see about the possibility of an extension as a backup plan. It was our understanding an extension must normally be requested 45 days before expiration. As I understand it we would told that is not necessary at this point. I also learned that other PMFs have recently been converted. I assume those organizations had ceiling. As a precaution I had Karl speak with Andrea just to let her know there is some risk. If you have any thoughts on seeking an extension please let me know. I appreciate your help and hope we hear quickly about she and T. Boylan.

OT FTE equivalent. This is something I think we probably need to discuss briefly in real time. I expect with being out you may be slammed. Let me know what might work for you.

Lee
D (734) 214-4820
C (734) 891-8246

Monroe, Scott

From: Caldwell, Amy
Sent: Thursday, December 14, 2017 1:33 PM
To: Schenk, Ruth
Cc: Kloc, Daniel; Watkins, Erica; Christian, Pamela; Spencer, Ronnece
Subject: Re: Safety Officer hire

Thanks

Sent from my iPhone

On Dec 14, 2017, at 10:30 AM, Schenk, Ruth <schenk.ruth@epa.gov> wrote:

Amy,

My error – I misheard. The forms are signed and ready for the next step.

Thanks,
Ruth

From: Caldwell, Amy
Sent: Thursday, December 14, 2017 1:16 PM
To: Schenk, Ruth <schenk.ruth@epa.gov>
Cc: Kloc, Daniel <kloc.daniel@epa.gov>; Watkins, Erica <Watkins.Erica@epa.gov>; Christian, Pamela <Christian.Pamela@epa.gov>; Spencer, Ronnece <spencer.ronnece@epa.gov>
Subject: Re: Safety Officer hire

Thank you
Sent from my iPhone

On Dec 14, 2017, at 10:15 AM, Schenk, Ruth <schenk.ruth@epa.gov> wrote:
Amy,

I have signed the paperwork for the SME portion.

There is a section that requires your signature. I will use this email chain to sign on your behalf, unless there is an objection by you or HRO. I will be heading over to complete the signature.

Thanks,
Ruth

From: Caldwell, Amy
Sent: Tuesday, December 12, 2017 11:41 AM
To: Kloc, Daniel <kloc.daniel@epa.gov>
Cc: Watkins, Erica <Watkins.Erica@epa.gov>; Schenk, Ruth <schenk.ruth@epa.gov>; Christian, Pamela <Christian.Pamela@epa.gov>; Spencer, Ronnece <spencer.ronnece@epa.gov>
Subject: Re: Safety Officer hire

Dan

I am in the office tomorrow and then on leave and not back in the office to Wednesday 12/20.

Ruth can always sign on my behalf if needed, just keep me in the loop.

Thanks

Amy
Sent from my iPhone

On Dec 12, 2017, at 11:37 AM, Kloc, Daniel <kloc.daniel@epa.gov> wrote:
Amy, I'll be working on it this week for sure. Will likely ask Ronnece to get signatures from you. THX

From: Caldwell, Amy
Sent: Tuesday, December 12, 2017 11:36 AM
To: Kloc, Daniel <kloc.daniel@epa.gov>
Cc: Watkins, Erica <Watkins.Erica@epa.gov>; Schenk, Ruth <schenk.ruth@epa.gov>
Subject: Re: Safety Officer hire

Dan

I wanted to check in to see if you had the opportunity to consider this request?

Thanks

Amy
Sent from my iPhone

On Dec 11, 2017, at 1:09 PM, Caldwell, Amy <caldwell.amy@epa.gov> wrote:
Dan,

Can you get a hiring package ready for a safety officer, you can use the same package we used for Carla. Lee has asked that we prepare this hiring package as she tries to secure the final approval for this hire.

Thanks

Amy

Amy Caldwell
Centralized Services Center, Director
Office of Transportation and Air Quality/ IO/AA Caldwell.Amy@epa.gov
Office: 734-214-4315
Cell: 734-904-5580

Monroe, Scott

From: Watkins, Erica
Sent: Sunday, December 17, 2017 3:31 PM
To: Cook, Leila
Subject: Re: FOR MONDAY: External hire and...

Lee

The extensions were conveyed to the divisions. Also CD (Allen Duncan and Mary and Janet were on the email exchange) asserted once again they did not want their intern extended so we have not extended that one

I will check in the status of the paperwork

Erica

Sent from my iPhone

On Dec 15, 2017, at 1:40 PM, Cook, Leila <cook.leila@epa.gov> wrote:

Erica,

With Pam out I am concerned about whether the word on the Pathway extensions reached the divisions. I also want to confirm we are not doing all the extensions. Could you please assess this on Monday.

Lee

From: Cook, Leila
Sent: Wednesday, December 13, 2017 3:27 PM
To: Watkins, Erica <watkins.eric@epa.gov>; Christian, Pamela <Christian.Pamela@epa.gov>
Subject: FW: External hire and...

See good news below from Betsy. I've let Amy know we will move the safety hire and I let Karl know he can tell Andre she is good. I am also letting Byron know about Thomas Boylan.

Would you follow up with the appropriate divisions on the extensions. I believe we have a mixed message on the extension for Michael Staggs and that may not go forward. Please let me know the result when confirmed.

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